

## SECTION 1 OFFICE SETUP

SETTING UP THE FIELD OFFICE .....	ERROR! BOOKMARK NOT DEFINED.
PROCUREMENT OF SUPPLIES, PRINTING AND OFFICE EQUIPMENT.....	ERROR! BOOKMARK NOT DEFINED.
CONSTRUCTION ENGINEERING PROVIDED BY THE DEPARTMENT .....	ERROR! BOOKMARK NOT DEFINED.
CONSTRUCTION ENGINEERING PROVIDED BY COUNTY, CITY, AND/OR CONSULTING ENGINEERS .....	ERROR! BOOKMARK NOT DEFINED.
BOOKS AND MANUALS FOR THE FIELD OFFICES .....	ERROR! BOOKMARK NOT DEFINED.
PENCIL AND LEAD TYPES .....	ERROR! BOOKMARK NOT DEFINED.
DISTRICT AND CENTRAL OFFICE ADDRESSES AND PHONE NUMBERS	ERROR! BOOKMARK NOT DEFINED.
FIELD OFFICE FILING SYSTEM.....	ERROR! BOOKMARK NOT DEFINED.
EEO, DBE AND LABOR COMPLIANCE INFORMATION .....	ERROR! BOOKMARK NOT DEFINED.
VEHICLE OPERATION EXPENSES.....	ERROR! BOOKMARK NOT DEFINED.
FIELD OFFICE INTERNET ACCESS & TELEPHONE SERVICE ..	ERROR! BOOKMARK NOT DEFINED.
OFFICE RENTAL, TELEPHONE, UTILITIES .....	ERROR! BOOKMARK NOT DEFINED.
HARDWARE, LUMBER AND OTHER MISCELLANEOUS ITEMS	ERROR! BOOKMARK NOT DEFINED.
SUBCONTRACTING .....	ERROR! BOOKMARK NOT DEFINED.
REQUESTS TO SUBLET, SFN 5682.....	ERROR! BOOKMARK NOT DEFINED.
SUBCONTRACT REQUIREMENTS FOR TRAFFIC CONTROL SIGNING.....	ERROR! BOOKMARK NOT DEFINED.
CONTRACTOR COMPLIANCE REVIEW .....	ERROR! BOOKMARK NOT DEFINED.
CONTRACTOR'S PAYROLLS.....	ERROR! BOOKMARK NOT DEFINED.
GENERAL.....	ERROR! BOOKMARK NOT DEFINED.
PAYROLLS .....	ERROR! BOOKMARK NOT DEFINED.
WEEKLY STATEMENT OF COMPLIANCE .....	ERROR! BOOKMARK NOT DEFINED.
FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS....	ERROR! BOOKMARK NOT DEFINED.
DISTRIBUTION .....	ERROR! BOOKMARK NOT DEFINED.
STATEMENT OF COMPLIANCE.....	ERROR! BOOKMARK NOT DEFINED.

## **SECTION 2**

### **CARS (CONSTRUCTION AUTOMATED RECORDS SYSTEM)**

CARS PROCEDURES .....	ERROR! BOOKMARK NOT DEFINED.
USER ID & PASSWORDS.....	ERROR! BOOKMARK NOT DEFINED.
LOGIN TO THE CARS PROGRAM.....	ERROR! BOOKMARK NOT DEFINED.
NAVIGATION .....	ERROR! BOOKMARK NOT DEFINED.
INPUT BASICS .....	ERROR! BOOKMARK NOT DEFINED.
CARE OF COMPUTER EQUIPMENT.....	ERROR! BOOKMARK NOT DEFINED.
REPAIRS AND OTHER PROBLEMS.....	ERROR! BOOKMARK NOT DEFINED.
TEXT BOX FIELD LENGTHS .....	ERROR! BOOKMARK NOT DEFINED.
ASSIGN PROJECT ENGINEERS & PROJECT PERSONNEL .....	ERROR! BOOKMARK NOT DEFINED.
ASSIGN PROJECT PERSONNEL.....	ERROR! BOOKMARK NOT DEFINED.
CHANGE PROJECTS/SUBPROJECT SELECTION .....	ERROR! BOOKMARK NOT DEFINED.
FILENET GUIDELINES .....	ERROR! BOOKMARK NOT DEFINED.
DOCUMENT STORAGE.....	ERROR! BOOKMARK NOT DEFINED.
INDEX VALUES .....	ERROR! BOOKMARK NOT DEFINED.
FINAL RECORDS .....	ERROR! BOOKMARK NOT DEFINED.

### **SECTION 3**

#### **PROJECT START/DIARY/PROGRESS REPORT**

SECTION 3 CONSTRUCTION STATUS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ENTER/CHANGE CONSTRUCTION STATUS IN CARS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
PRECONSTRUCTION CONFERENCE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
PROJECT DIARY.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ENTER PROJECT DIARY INFORMATION IN CARS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
SUPPLEMENTAL PROJECT DIARY ENTRIES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
WEEKLY PROGRESS REPORTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
CONSTRUCTION PROJECT ROAD CONDITIONS REPORTING .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
SUBMISSION OF WEEKLY PROGRESS REPORTS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
CREATE WEEKLY PROGRESS REPORT IN CARS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
WORK DETAIL CATEGORIES CHART.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## SECTION 4

### PAY QUANTITIES

PAY QUANTITIES .....	ERROR! BOOKMARK NOT DEFINED.
CONTRACT BOND.....	ERROR! BOOKMARK NOT DEFINED.
MOBILIZATION.....	ERROR! BOOKMARK NOT DEFINED.
AGGREGATES.....	ERROR! BOOKMARK NOT DEFINED.
ASPHALT FOR PRIME, TACK OR SEAL COAT .....	ERROR! BOOKMARK NOT DEFINED.
ASPHALT FOR BITUMINOUS MIXES.....	ERROR! BOOKMARK NOT DEFINED.
REINFORCING STEEL.....	ERROR! BOOKMARK NOT DEFINED.
SUBGRADE PREPARATION .....	ERROR! BOOKMARK NOT DEFINED.
WATER.....	ERROR! BOOKMARK NOT DEFINED.
EXCAVATION AND BORROW .....	ERROR! BOOKMARK NOT DEFINED.
ROADWAY OBLITERATION .....	ERROR! BOOKMARK NOT DEFINED.
LOOSE ROCK RIPRAP .....	ERROR! BOOKMARK NOT DEFINED.
SEEDING AND SODDING.....	ERROR! BOOKMARK NOT DEFINED.
PIPE .....	ERROR! BOOKMARK NOT DEFINED.
NON-STRUCTURAL CONCRETE.....	ERROR! BOOKMARK NOT DEFINED.
STRUCTURAL CONCRETE.....	ERROR! BOOKMARK NOT DEFINED.
MISCELLANEOUS ITEMS.....	ERROR! BOOKMARK NOT DEFINED.
ENTER PAY QUANTITIES IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
PILING/TEST PILING .....	ERROR! BOOKMARK NOT DEFINED.
TEST PILING.....	ERROR! BOOKMARK NOT DEFINED.
PILING.....	ERROR! BOOKMARK NOT DEFINED.
ENTER STRUCTURE INFORMATION IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
ENTER HAMMER INFORMATION IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
ENTER TEST PILING INFORMATION IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
ENTER PILING INFORMATION IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
MIX BITUMEN REPORTS .....	ERROR! BOOKMARK NOT DEFINED.
ENTER MIX BITUMEN INFORMATION IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
CONCRETE PAVING .....	ERROR! BOOKMARK NOT DEFINED.
ENTER CONCRETE PAVING INFORMATION IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
HAUL SHEETS.....	ERROR! BOOKMARK NOT DEFINED.
WEIGHED MATERIAL.....	ERROR! BOOKMARK NOT DEFINED.
ENTER HAUL SHEET INFORMATION IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
CONTRACTOR PRODUCED HAUL SHEETS.....	ERROR! BOOKMARK NOT DEFINED.
LOAD COUNTED MATERIAL (VOLUME MEASUREMENT).....	ERROR! BOOKMARK NOT DEFINED.
MEASURED IN PLACE .....	ERROR! BOOKMARK NOT DEFINED.
LOAD COUNTS .....	ERROR! BOOKMARK NOT DEFINED.
STOCKPILES AND INVOICED ITEMS .....	ERROR! BOOKMARK NOT DEFINED.
ENTER STOCKPILE/INVOICED ITEMS IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
DEplete STOCKPILE/INVOICED ITEMS IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
STATEMENT OF PRODUCTION COSTS .....	ERROR! BOOKMARK NOT DEFINED.

## SECTION 5

### CONTRACT CHANGES/PROGRESSIVE ESTIMATES

CHANGE ORDERS .....	ERROR! BOOKMARK NOT DEFINED.
ALTERATIONS .....	ERROR! BOOKMARK NOT DEFINED.
CONTRACT CHANGE ORDERS.....	ERROR! BOOKMARK NOT DEFINED.
INCREASED OR DECREASED QUANTITIES.....	ERROR! BOOKMARK NOT DEFINED.
FORCE ACCOUNTS .....	ERROR! BOOKMARK NOT DEFINED.
CHANGE ORDER APPROVAL PROCEDURES .....	ERROR! BOOKMARK NOT DEFINED.
CHANGE ORDER APPROVAL.....	ERROR! BOOKMARK NOT DEFINED.
CHANGE ORDER APPROVAL PROCEDURES FOR NON-NDDOT PROJECTS ..	ERROR! BOOKMARK NOT DEFINED.
CHANGE ORDER APPROVAL PROCESS CHART.....	ERROR! BOOKMARK NOT DEFINED.
CHANGE ORDERS IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
CONTRACT ADJUSTMENTS.....	ERROR! BOOKMARK NOT DEFINED.
CREATE CONTRACT ADJUSTMENTS IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
PROGRESSIVE ESTIMATES.....	ERROR! BOOKMARK NOT DEFINED.
LIQUIDATED DAMAGES .....	ERROR! BOOKMARK NOT DEFINED.
CREATE PROGRESSIVE ESTIMATE IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
ESTIMATED APPROVAL FLOW CHARTS.....	ERROR! BOOKMARK NOT DEFINED.
EXTENSION PROJECTS .....	ERROR! BOOKMARK NOT DEFINED.
FORCE ACCOUNT .....	ERROR! BOOKMARK NOT DEFINED.
FORCE ACCOUNT MAINTENANCE .....	ERROR! BOOKMARK NOT DEFINED.
LABOR.....	ERROR! BOOKMARK NOT DEFINED.
EQUIPMENT .....	ERROR! BOOKMARK NOT DEFINED.
MATERIAL .....	ERROR! BOOKMARK NOT DEFINED.
SUMMARY OF FORCE ACCOUNT .....	ERROR! BOOKMARK NOT DEFINED.
ENTER FORCE ACCOUNT INFORMATION IN CARS .....	ERROR! BOOKMARK NOT DEFINED.

## **SECTION 6**

### **QUANTITY BOOK/REPORTS**

SPREADSHEET .....	ERROR! BOOKMARK NOT DEFINED.
CREATE SPREADSHEET IN CARS .....	ERROR! BOOKMARK NOT DEFINED.
QUANTITY BOOK.....	ERROR! BOOKMARK NOT DEFINED.
GENERATE THE QUANTITY BOOK IN CARS.....	ERROR! BOOKMARK NOT DEFINED.
REPORTS.....	ERROR! BOOKMARK NOT DEFINED.
DISPLAY/GENERATE REPORTS.....	ERROR! BOOKMARK NOT DEFINED.
PROJECT STATUS SELECTION REPORT .....	ERROR! BOOKMARK NOT DEFINED.

## SECTION 7 FINAL RECORDS

FINALS .....	ERROR! BOOKMARK NOT DEFINED.
SEMI-FINAL ESTIMATE .....	ERROR! BOOKMARK NOT DEFINED.
PROJECT FINAL PREPARATION STATUS.....	ERROR! BOOKMARK NOT DEFINED.
FINAL INSPECTION .....	ERROR! BOOKMARK NOT DEFINED.
FINAL ACCEPTANCE.....	ERROR! BOOKMARK NOT DEFINED.
SUBMISSION OF FINAL RECORDS.....	ERROR! BOOKMARK NOT DEFINED.
PAY QUANTITIES.....	ERROR! BOOKMARK NOT DEFINED.
FINAL ESTIMATE .....	ERROR! BOOKMARK NOT DEFINED.
FINAL ACCEPTANCE LETTER .....	ERROR! BOOKMARK NOT DEFINED.
PROJECT ENGINEER'S REPORT ON MATERIALS ACCEPTANCE SFN 10110	ERROR! BOOKMARK NOT DEFINED.
CONTRACT TIME ADJUSTMENTS .....	ERROR! BOOKMARK NOT DEFINED.
CONTRACT TIME FOR COMPLETION SFN 5660.....	ERROR! BOOKMARK NOT DEFINED.
PROJECT FILES AND BOOKS.....	ERROR! BOOKMARK NOT DEFINED.
NARRATIVE REPORT .....	ERROR! BOOKMARK NOT DEFINED.
FHWA 47 .....	ERROR! BOOKMARK NOT DEFINED.
STATEMENT OF MATERIALS TAKEN FROM PITS SFN 10061	ERROR! BOOKMARK NOT DEFINED.
SUMMARY OF AGGREGATE QUALITY TESTS SFN 10072 .....	ERROR! BOOKMARK NOT DEFINED.
EXPLANATION OF CHANGE IN PLAN.....	ERROR! BOOKMARK NOT DEFINED.
FUEL COST ADJUSTMENT SFN 17483.....	ERROR! BOOKMARK NOT DEFINED.
DBE PARTICIPATION CERTIFICATION SFN 14268B .....	ERROR! BOOKMARK NOT DEFINED.
HAUL ROAD RELEASE SFN 14458.....	ERROR! BOOKMARK NOT DEFINED.
PIT RELEASE STATEMENT AND RECEIPT OF PAYMENT FOR MATERIALS SFN 14486	ERROR! BOOKMARK NOT DEFINED.
T.E.R.O PROOF OF PAYMENT .....	ERROR! BOOKMARK NOT DEFINED.
AS BUILT PLANS.....	ERROR! BOOKMARK NOT DEFINED.
TEST HOLE PIT PLAT RECORDS.....	ERROR! BOOKMARK NOT DEFINED.
MISCELLANEOUS PROJECT RECORDS .....	ERROR! BOOKMARK NOT DEFINED.
DISTRICT REVIEW.....	ERROR! BOOKMARK NOT DEFINED.
REVIEW BY CONSTRUCTION SERVICES.....	ERROR! BOOKMARK NOT DEFINED.
FINAL PAYMENT.....	ERROR! BOOKMARK NOT DEFINED.

## SECTION 8

### NOTICE OF INTENT TO FILE A CLAIM/CONTRACTOR CLAIMS

NOTICE OF INTENT TO FILE A CLAIM/CONTRACTOR CLAIMS.....	ERROR! BOOKMARK NOT DEFINED.
NOTICE OF INTENT.....	ERROR! BOOKMARK NOT DEFINED.
1RECEIPT OF A NOTICE OF INTENT TO FILE A CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
INITIAL RESPONSE.....	ERROR! BOOKMARK NOT DEFINED.
DOCUMENTATION.....	ERROR! BOOKMARK NOT DEFINED.
REVIEW OF THE NOI.....	ERROR! BOOKMARK NOT DEFINED.
RESPONSE TO THE NOI.....	ERROR! BOOKMARK NOT DEFINED.
AGREE/PARTIALLY AGREE WITH THE NOI ISSUE.....	ERROR! BOOKMARK NOT DEFINED.
SETTLEMENT OF THE NOI ISSUE.....	ERROR! BOOKMARK NOT DEFINED.
DISAGREE WITH THE NOI ISSUE.....	ERROR! BOOKMARK NOT DEFINED.
UNRESOLVED NOI ISSUE.....	ERROR! BOOKMARK NOT DEFINED.
CLAIMS.....	ERROR! BOOKMARK NOT DEFINED.
RECEIPT OF A CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
REVIEW AND ANALYSIS OF THE CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
RESPONSE TO THE CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
AGREE/PARTIALLY AGREE WITH THE CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
SETTLEMENT OF A CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
DISAPPROVAL OF A CLAIM.....	ERROR! BOOKMARK NOT DEFINED.
ARBITRATION.....	ERROR! BOOKMARK NOT DEFINED.
CLAIMS AGAINST CONTRACTORS – EXTERNAL CLAIMS.....	ERROR! BOOKMARK NOT DEFINED.
CONTRACTOR DAILY EQUIPMENT AND LABOR (ATTACHMENT 1).....	ERROR! BOOKMARK NOT DEFINED.
CONTRACTOR DAILY EQUIPMENT, LABOR, AND MATERIALS – CRUSHING / AGGREGATE PRODUCTION (ATTACHMENT 2).....	ERROR! BOOKMARK NOT DEFINED.
NOTICE OF INTENT TO FILE A CLAIM SETTLEMENT AGREEMENT (ATTACHMENT 3).....	ERROR! BOOKMARK NOT DEFINED.
NOTICE OF INTENT TO FILE A CLAIM SETTLEMENT AGREEMENT (ATTACHMENT 4).....	ERROR! BOOKMARK NOT DEFINED.
NOTICE OF INTENT TO FILE A CLAIM SETTLEMENT AGREEMENT (ATTACHMENT 5).....	ERROR! BOOKMARK NOT DEFINED.
NOTICE OF INTENT TO FILE A CLAIM FORM SNS 16743.....	ERROR! BOOKMARK NOT DEFINED.
LIST OF CLASSIFICATIONS OF CONSTRUCTION CLAIMS.....	ERROR! BOOKMARK NOT DEFINED.
CONSTRUCTIVE CHANGES.....	ERROR! BOOKMARK NOT DEFINED.
ACCELERATION.....	ERROR! BOOKMARK NOT DEFINED.
CHANGED CONDITIONS.....	ERROR! BOOKMARK NOT DEFINED.
SCHEDULE CHANGE.....	ERROR! BOOKMARK NOT DEFINED.
DELAYS.....	ERROR! BOOKMARK NOT DEFINED.
MISCELLANEOUS.....	ERROR! BOOKMARK NOT DEFINED.